October 1, 2019

The Kirk of the Hills Presbyterian Church
St. Louis, MO

Dear applicant,

The Session of the Kirk of the Hills, along with a search team of church members, is working earnestly, prayerfully, and collaboratively together to seek a new addition to our pastoral team. Having just celebrated our 50th anniversary, we are a church that is experiencing a sweet season of peace among our congregation and leadership. There is a tangible sense of excitement in our hallways about the mission God has called us to and the future He is laying out for us and our city.

We are currently experiencing a steady flow of visitors, and the relational orbit of our membership stretches widely. We need someone who wakes up every morning eager to connect with people in meaningful ways, both inside and outside the church, and to help them connect with each other. Please see the job description, below for a more detailed explanation of the role and a profile of the person we are looking for.

In order for us to better understand your experience, passions, and gifts, please apply by sending the following information in an email to applications@thekirk.org:

- Your resume
- Your Ministerial Data Form (MDF)
- A brief letter outlining your initial assessment of appropriate “fit” for this role
- Any other information that you believe would be helpful for us to consider

Thank you for considering this opportunity. We look forward to hearing from you.

Grace and peace,

The Kirk of the Hills Session and Search Team
Pastor of Community Life
Kirk of the Hills Presbyterian Church
Job Description

POSITION PURPOSE: The Pastor will be a member of the Senior Staff leadership team. This person will assume primary responsibility for pursuing relationship with those in the Kirk orbit, particularly at the “front door” and “back door.” This person will guide/assimilate visitors and members into the life of the church, promote relationship-building initiatives within and outside our walls, and fulfill other duties consistent with the responsibilities of a TE.

DIRECT REPORT: Senior Pastor

OVERSIGHT: Women’s Ministry Coordinator; CTS Intern(s); Community Life Ministry Team

BACKGROUND: The Kirk of the Hills strives to develop mature disciples of Jesus Christ by helping all people Know God and Make Him Known. The responsibilities of this position will be accomplished by connecting people with one another and with ministry opportunities so they might receive spiritual care (know God) and respond to their God-given calling (make Him known).

POSITION OUTCOMES/EXPECTATIONS:

I. Community Life
   a. Offer insight and discernment as a member of the Senior Staff to help ensure the Kirk is offering an excellent and outward-facing set of ministry offerings
   b. Guide visitors interested in joining the church onto a pathway to membership. Track with visitors at all events, manage a system of contact and follow-up, recruit for Intro to Kirk class, facilitate class schedule, materials, etc.
   c. Guide members in finding pathways to connect, serve, and lead within and beyond the church based on interest and gifting
   d. Oversee planning of hospitable events and activities which provide a welcoming context for members, visitors and the public
      i. Coordinating with leadership of Next Gen and Women’s ministries; providing stimulus for Men’s ministry
   e. Develop a Community Life Ministry Team to support all responsibilities

II. Small Groups
   a. Collaborate with ministry staff and volunteer leaders to maintain a well-organized set of small group offerings
   b. Oversee a seminary intern in recruiting and supporting Adult Education teachers
   c. Help Shepherding Elders monitor spiritual development of all members using the Kirk’s parish model
QUALIFICATIONS AND REQUIREMENTS:

Education
- Bachelor’s degree
- Master’s degree in theology

Experience
- A minimum of 3 years in a church environment with increasing responsibility.

Requirements
- Must be people-oriented, likely an energetic extrovert. The right candidate will have a hunger to know, converse with, and pursue people.
- Must have organizational, multi-tasking and planning skills with ability to thrive in a fast-paced, dynamic environment.
- Must be willing and able to work occasional evenings and weekends.

All of the above duties and responsibilities are desired job functions for which reasonable accommodation will be made. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

In order to apply for this position, please email the Search Team at applications@thekirk.org with a copy of your resume/CV.